

CEA



CAREER EXECUTIVE ASSIGNMENT

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EXAMINATION ANNOUNCEMENT

DEPARTMENT	TRANSPORTATION
POSITION TITLE	CHIEF, DIVISION OF PROJECT MANAGEMENT
LEVEL	CEA 3 (Salary Range \$8030-8854)
FINAL FILING DATE	JANUARY 7, 2005

DUTIES/RESPONSIBILITIES

Under the direction of the Deputy Director, Project Delivery, the incumbent is responsible for developing the overall policies and direction for the Division of Project Management. Responsibilities include:

- Develops and implements policies governing statewide Project Management and Project Development Workload/Resources.
- Develops and implements policies for the offices of: Project Management Process Improvement; Resource Management; Program Management Support; Project Management System Implementation; Project Delivery; Project Workload & Data Management; and Capitol Project Skills Development.
- Provides the Deputy Director, Project Delivery, with engineering management information and makes recommendations regarding transportation facilities project schedules and capital, and support budget issues throughout the State.
- Presents to the California Transportation Commission on the Department's Project Delivery and Capital Outlay Program.

- Maintains liaison with internal and external groups that affect or are affected by the Department's transportation related project management activities.
- Provides project and resource management guidance to the districts.
- Provides direction and guidance on statewide capital delivery projects, capital expenditures, and capital support expenditures for reporting district delivery performance, and for direction making recommendations to correct charging practice deficiencies.
- Provides direction and guidance to districts to ensure workload and support allocations are compatible with delivery commitments.
- Provides direction on the Capital Project Skill Development Plan and statewide system for project management and delivery.
- Advises and/or acts for the Deputy Director, Project Delivery, on project management related matters and responds to inquiries from legislators, public agencies and the private sector.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's or Agency's Equal Employment Opportunity (EEO)

Program objectives; and a manager's role in EEO.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies and organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's EEO objectives.

These abilities and knowledge are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization).

DESIRABLE QUALIFICATIONS

- Demonstrated knowledge of laws, regulations, and directives at the local, state and federal levels with regard to project management and Capital Outlay Support.
- Demonstrated project management knowledge and experience related to transportation projects, service development and delivery.
- Must be familiar with federal and state regulations that apply to and impact the work of the Department and the Department's mission, goals, programs, and policies.
- Must have the ability to supervise a multi-disciplinary professional staff, participate in public forums, represent the Department in project management issues and serve in a consulting and coordinating capacity with other departmental functional areas statewide.
- Must possess academic course work at the university level or equivalent training and experience in the area of supervision and management principles.
- Possess good oral and written communication skills.
- Demonstrated ability to effectively apply logic and creativity in decision making processes and successfully apply motivational and negotiating skills.

EXAMINATION INFORMATION

The appointing power will establish specific job-related evaluation criteria and will review all applications immediately following the final filing date. The appointing power shall compare each candidate's qualifications for the position against the evaluation criteria, and against the qualifications of all other candidates taking the examination. Interviews may be conducted at the discretion of the appointing power. Each candidate shall be notified in writing of the examination result.

EVALUATION CRITERIA

The *Statement of Qualifications* must indicate total years of experience (and civil service classification, if applicable) performing each of the activities included in the evaluation criteria. Some of the factors that will be utilized in the evaluation are:

- Education
 - List degrees obtained and dates received.
 - List licenses and certificates and dates received.
- Breadth and extent of external contacts (e.g., Legislature, control agencies, appropriate external stakeholders, etc).
 - List state and federal resource agencies.
 - Explain nature and extent of those contacts.
- Number of years of experience as or equivalent in level to a Principal Transportation Engineer.
- Breadth and extent of experience making clear and convincing presentations, representing and speaking for the organizational unit and its work (e.g., presenting, explaining, defining and negotiating) to those within and outside the office (i.e., directors, deputy directors, agency heads and other government executives, corporate executives, legislative members and staff, the media, general public and professional groups).
- Breadth and extent of experience planning, developing and managing a large, complex and politically sensitive program. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rules and policies.
- Ability to provide new perspectives.

FILING INSTRUCTIONS

All interested applicants must submit:

- A standard original state application (Form 678) with civil service titles and dates of experience.
- A *Statement of Qualifications*. The *Statement of Qualifications* is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the evaluation criteria. The statement should be no more than two pages in length.
- Resumes are optional and do not take the place of the *Statement of Qualifications*.

The application and *Statement of Qualifications* are to be submitted to:

Department of Transportation
Division of Human Resources, ATTN: Patti Oshita, MS 90
Farmers Market III, 6th Floor, P.O. Box 168037
Sacramento, CA 95816-8037

Or via e-mail: Patti_Oshita@dot.ca.gov

Application and *Statement of Qualifications* must be received or postmarked by 5:00 p.m. on January 7, 2005. Interagency mail received after this date will not be accepted.

Application packets may be e-mailed to the above address or faxed to (916) 227-5333 or CALNET 498-5333 to ensure delivery prior to the final filing date. Mail the original application to the above address only if the application packet is sent via fax.

Questions regarding this examination should be directed to:

Patti Oshita at (916) 227-7414 or CALNET 498-7414. California Relay Telephone Service for the deaf or hearing impaired from TDD phones: 1-800-735-2929 or from voice phones: 1-800-735-2922.